



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#92-7

P.O. Box 2008, New Britain, Connecticut 06050
(203) 827-7700

RESOLUTION

concerning

APPOINTMENT OF JOHN S. BERKETT

as

INTERIM ASSOCIATE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

at

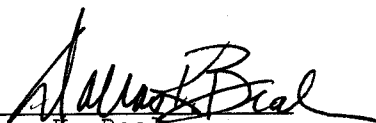
EASTERN CONNECTICUT STATE UNIVERSITY

January 10, 1992

RESOLVED,

That John S. Berkett is appointed as Interim Associate Vice President for Finance and Administration at Eastern Connecticut State University, effective January 10, 1992, to conclude on or before August 20, 1992, at a biweekly salary rate of \$3,007.67 (\$78,500 annualized).

A Certified True Copy:


Dallas R. Beal
President



An Equal
Opportunity
Employer

255 High Street
Willimantic
Connecticut 06226

(203) 423-2151

RESUME
of
JOHN S. BERKETT

INSTITUTIONAL BUSINESS AND FINANCIAL MANAGEMENT

- * * * Qualified by twenty years of broad-based, progressively more responsible experience in all aspects of business and financial administration acquired in both the public and private sectors of higher education. Exercised accounting responsibility in all fund groups.
- * * * Innovator in cash management techniques for institutions.
- * * * Specialized experience in contract administration and auxiliary enterprise management both on- and off-campus.
- * * * Familiar with all managerial and operational aspects of budgeting, insurance, personnel, purchasing and lease negotiation from practical experience.

FOR FURTHER DATA PLEASE SEE FOLLOWING PAGES

JOHN S. BERKETT

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EXPERIENCE

1977 to Present EASTERN CONNECTICUT STATE UNIVERSITY, Willimantic, CT
One of four constituent units of the Connecticut State University.
Budget in excess of \$26 million annually. Over 300 employees.

DIRECTOR OF FISCAL AFFAIRS. Continuing appointment.
Responsible for entire fiscal function of the University.

Specifically responsible for:

- Appropriation accounting and reporting for the General, Tuition, Educational Extension, Auxiliary Services, Institutional Welfare and Student Activity Fund.
- Cash accounting for all funds.
- Budget preparation, implementation and control.
- Purchasing and stores including receiving and inventory control.
- Accounts payable and payroll operations.
- Contract negotiation.
- Grant administration.
- Copy center, telephone and mail services.
- Advising Senior Management on financial policy.

Accomplishments include:

- Effecting first zero appropriation lapse in Eastern Connecticut State University history, thereby maximizing the University's legislative appropriation.
- Bringing on line an automated appropriation accounting system, the University's first.
- Creating the first formal year-end financial statements for all University funds.
- Implementing an automated system for total control by departments of allocations of all non-payroll funds.
- Negotiating the University's first indirect cost rate agreement with the Department of Health and Human Services (now the Department of Education).
- Automating the inventory control system by building and by room within building.
- Faculty Senate Alternate Delegate.

1970-1976 BOSTON UNIVERSITY, Boston, MA
Fourth largest private university in the United States.

1974-1976 ADMINISTRATIVE DIRECTOR, OVERSEAS PROGRAMS
Resident in the Federal Republic of Germany.

Responsible for complete budget, finance, personnel and administrative functions of the Overseas Programs involving sixty employees in three European nations. Total Budget in excess of \$1.5 million.

Specifically responsible for:

- Financial policy and fiscal planning.
- Budget preparation, implementation and control.
- Business management-legal, insurance, purchasing and lease negotiations.
- Management of Administrative Office and of twenty-six Field Offices.
- Accounts payable and payroll operations.
- Negotiation of contracts and agreements with the United States Army.
- Management of Overseas Commencement.

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Accomplishments included:

- Establishment of first fiscal control and reporting system in Europe.
- Design of European hiring plan in conformance with Equal Opportunity and Affirmative Action requisites. Total personnel hired in excess of 100.
- Design of a competitive local hire compensation formula which, together with scheduling changes, reduced local hire wage costs by 15%.
- Development of first Overseas budget data base which substantially increased budget accuracy while reducing length of budget cycle.
- Introduction of a student Deferred Payment Plan which substantially improved payback record while administrative costs were reduced.
- Member of a team which opened 16 program locations providing in excess of \$135,000 in additional revenue.

1972-1974

ASSISTANT TREASURER. Responsible for cash management, banking relationships, investments, gifts, endowment and annuity funds for entire University. Peak cash balances \$37 million. Total endowment and annuity funds \$28.2 million.

Specifically responsible for:

- Preparation of cash flow forecast and administration of cash management plan.
- Coordination of investment counsel and negotiation of trades with brokers.
- Establishment and maintenance of banking relationships.
- Acknowledgment of all gifts and bequests.
- Preparation of all interim and year-end financial statements for Treasury area.
- Liaison with Board of Trustees on investment matters.
- All accounting for endowment, annuity and gift funds.

Also served as:

- Secretary, Investment Committee of the Board of Trustees.
- Member, Advisory Committee on University Investments appointed by the Board of Trustees.
- Member, Capital Budget Committee of the University.
- Visiting Auditor, Boston University Brussels Program, Brussels, Belgium.

Accomplishments included:

- Negotiation and establishment of a lockbox arrangement.
- Placement of a banking facility on campus.
- Design and implementation of a new investment accounting and control system.
- Increase in balances invested by \$4 million daily resulting in additional annual revenue of \$300,000.

1971-1972

SPECIAL ACCOUNTS MANAGER. Responsible for all accounting in plant funds, endowment and annuity funds, gift funds and agency funds. Also responsible for all University insurance risks.

Specifically responsible for:

- Management of accounting for all permanent funds.
- Allocation of all permanent fund income.

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- Acknowledgment of gifts and bequests.
- Preparation of all interim and year-end financial statements in permanent funds area.
- Placement of insurance as required with brokers and underwriters.

Accomplishments included:

- Placement of entire main campus fire and extended coverage insurance with alternate insurers resulting in significant containment of premium increases.
- Re-interpretation of bond indenture terms reducing additional sinking fund payments.

1971 SPECIAL ASSISTANT TO THE COMPTROLLER
(Special Projects)

Accomplishments included:

- Design and implementation of first comprehensive cash management system at the University involving cash flow forecasting, soliciting of banking services on a competitive basis, design of an ongoing information system, and diversification of investment alternatives.
- Assembled and led a special task force which, in a 3-week period, recorded, acknowledged and distributed all gifts and bequests received in the last year, after the failure of a new automated gift processing system.

1970-1971 STAFF ACCOUNTANT. Comprehensive exposure to all aspects of comptrollership including:
Part-time
1968-1969

- Accounts receivable, student and miscellaneous.
- Accounts Payable.
- Payroll.
- Consolidation and financial reports.
- Auxiliary enterprises, dormitories, bookstore, food service.
- Sponsored research including calculation of overhead.
- Loan funds.

Accomplishments included:

- Management of special project to resolve delinquent student accounts.
- Selection as computer liaison to assist in the design and implementation of a new system.

CIVIC INTERESTS

- Coach, Willimantic Little League.
- Treasurer, St. Paul's Church (Episcopal), Willimantic, CT, 1982-1983; Stewardship Chairman, 1979-1982; Vestryman, 1979-1981, 1984, 1987
- President and Treasurer, Willimantic Food Coop, Willimantic, CT, 1979-1981.
- Vestryman, English speaking church, Heidelberg, Germany, 1975-1976.
- The Fresh Air Fund, Host Family since 1982, area Co-chair since 1989.

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EDUCATION

BOSTON UNIVERSITY, Boston, MA
Bachelor of Arts.

Concentration in Economics with emphasis on Economic Theory. Preparation in related fields of Accounting, History and Mathematics.

BRYANT COLLEGE, North Smithfield, RI
MBA

Concentration in Public Administration.